



CALIFORNIA STATE TREASURER'S OFFICE

California State Government-An Equal Opportunity Employer-Equal Opportunity to All Regardless of Race, Color, Creed, National Origin, Ancestry, Sex, Marital Status, Disability, Religious or Political Affiliation, Age, or Sexual Orientation. The State Treasurer's Office complies with the Americans with Disabilities Act (ADA).

ACCOUNTANT TRAINEE DEPARTMENTAL - PROMOTIONAL

It is an objective of the State of California to achieve a drug-free workplace. An applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

DEPARTMENTAL FOR:
State Treasurer's Office

FINAL FILING DATE: AUGUST 17, 2012

Applications (Form 678) must be POSTMARKED by the U.S. Post Office no later than the final filing date. Applications postmarked, personally delivered after 5:00 p.m., or received via interagency mail after the final filing date will not be accepted for any reason.

State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814
Attn: Testing Office
(916) 653-3100

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination". You will be contacted to make specific arrangements.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

It is anticipated that an oral examination will be held during **August/September 2012.**

SALARY RANGE: \$3240 - \$3757

COMPETITION LIMITED TO STATE EMPLOYEES:

Applicants must have a permanent civil service appointment with one of the departments listed above as of the final filing date, in order to participate in this examination; or (1) a current or former employee of the Legislature for two or more years as defined in Government Code § 18990; or (2) a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code § 18992; or (3) a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

EMPLOYMENT REQUIREMENTS:

Prior to appointment, persons successful in this exam may be required to undergo a background investigation which includes but may not be limited to, fingerprinting and disclosure of criminal records.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date.

Pattern I

Education: Equivalent to graduation from college, with specialization in accounting. *(Registration as a Senior Student in a recognized institution will admit applicants to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)*

Or II

Completion of a prescribed professional accounting curriculum given by a residence or correspondence school of accountancy, including courses in elementary and advanced accounting, auditing, cost accounting and business law.

Or III

Completion of the equivalent of 19 semester hours of course work; 16 hours of which shall be professional accounting courses given by a collegiate-grade residence institution, including courses in elementary and advanced accounting, auditing, and cost accounting; and three semester hours of business law.

(Persons who will complete work requirements outlined under II and III above during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

THE POSITION

This is the entry and trainee level in the professional accounting series. Under close supervision from a higher level professional accountant, as a learner, incumbents perform professional accounting work in the establishment and maintenance of accounts and records while receiving training; learn agency activities, departmental systems, and central fiscal control activities; and develop interpersonal skills by contact with program personnel and control agencies in fiscal control activities.

Positions exist in Sacramento.

EXAMINATION INFORMATION

This examination will consist of an oral examination. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

Oral Examination Weighted 100.00%

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

Scope:

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examination interview will be on measuring competitively, relative to job demands, each competitor's:

Knowledge of:

1. Accounting principles and procedures;
2. Governmental accounting and budgeting;
3. The uniform accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations;
4. Principles of business management, including office methods and procedures;
5. Principles of public finance;
6. Business law.

Ability to:

1. Apply accounting principles and procedures;
2. Analyze data and draw sound conclusions;
3. Analyze situations accurately and adopt an effective course of action;
4. Prepare clear, complete, and concise reports;
5. Make sound decisions and recommendations in regard to the professional accounting problems in maintaining control of a departmental budget;
6. Establish and maintain cooperative relations with those contacted in the work;
7. Speak and write effectively.

Distinguishing Characteristics:

A. Positions which have as their primary responsibility the making of analytical studies of accounting systems and the formulation of new or revised systems to meet accounting needs should be allocated to the Administrative Analyst (Accounting Systems) series.

B. Positions which involve performance, on a regular basis, of analytical, forecasting, planning and/or advisory duties in the area of accounting should be allocated to the classes of Accounting Analyst or Associate Accounting Analyst.

C. Positions which function as the highest administrative position within an accounting office, and serve as part of the management structure of a department in either a direct or supporting role, responsible for providing the accounting and fiscal data needed to meet a department's program objectives should be allocated to the Accounting Administrator series.

Special Personal Characteristic:

Ability to qualify for a fidelity bond.

ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the department listed above. The list will be abolished 12 months after it is established unless the needs of the service and the conditions of the list warrant a change in this period.

Veterans Preference points are NOT granted in promotional examinations.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Testing Unit in Sacramento (916) 653-3100 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate's responsibility to contact the Testing Unit in Sacramento, (916) 653-3100 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be scheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the State Treasurer's Office.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: (1) subdivisional promotional, (2) departmental promotional, (3) multidepartmental promotional, (4) servicewide promotional, (5) departmental open, (6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: (1) passing the General Educational Development (GED) test; (2) completion of 12 semester units of college-level work; (3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or (4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

STATE TREASURER'S OFFICE

Testing Unit • 915 Capitol Mall, Room 538 • Sacramento, CA 95814 • Telephone: (916) 653-3100

TDD Phone: (916) 654-9922

California Relay (Telephone) Service for the Deaf or Hearing-impaired:

From TDD phones: 1-800-342-5966 From Voice phones: 1-800-342-5833

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.